

INDIANA DEPARTMENT OF REVENUE

Job #: **090-01**

Division: Legal

Location: Downtown Indianapolis

Job Duties: Intern will research specific legal problems directly pertinent to assigned program area; review inquiries from the general public; prepare evidence as required for attorneys to present at administrative hearings; participates in the review of pertinent legislation and the promulgation of rules; reviews agency policies and practices in individual cases to ensure just and equitable application; prepare investigative reports as required. Intern will assist in performing a variety of other executive support functions.

Minimum Qualifications: Must be a second year law student.

INDIANA DEPARTMENT OF REVENUE

Job #: **090-02**

Division: Taxpayer Services

Location: Downtown Indianapolis

Job Duties: Assists intern supervisor with the newly developed Revenue Hispanic Outreach program, by assessing their needs with regards to tax issues, through translating and completing forms when required. Intern will shadow outreach program supervisor on job audits and assist in performing a variety of other executive support functions.

Minimum Qualifications: Student majoring in Accounting and/or Finance.

Must be fluent in Spanish

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INDIANA DEPARTMENT OF REVENUE

Job #: **090-03**

Division: Collection

Location: Downtown Indianapolis

Job Duties: Will assist the Deputy Administrator of Collections, in developing procedures for pursuing taxes owed the state by delinquent taxpayers through the Unclaimed Property program. Intern will assist in performing a variety of other executive support functions.

Minimum Qualifications: Student majoring in Accounting, Finance, and/or Operations.

INDIANA DEPARTMENT OF REVENUE

Job #: **090-04**

Division: Tax Policy

Location: Downtown Indianapolis

Job Duties: Intern will learn how to construct Advisory Letters and Rulings, which are official departmental documents. Intern will coordinate and execute general administrative procedures; analyze, compile and review data prior to preparing all required reports and correspondence; and assist in performing a variety of executive support functions.

Minimum Qualifications: Must be a second year law student.
